

*Policies and Benefits***Tax forms scheduled for distribution**

Tax time is approaching and, along with the W-2 wage and salary information form used to report income and withholdings, taxpayers will again use 1095 forms to report that they and their tax dependents had medical insurance coverage during the previous year or to claim the premium tax credit.

Form W-2

Form W-2 shows your wage and salary information, and the amount of tax withheld from your paycheck. Your W-2 is sent by the agency's Payroll Processing Department to unit or departmental human resources offices for distribution by January 31, 2018. Inactive employees who are on leave without pay or separated as of the printing date will receive their 2017 forms by mail at their home address.

It's important to withhold the correct amount from your monthly paycheck. If you withhold too little, you'll have to pay a tax bill at the end of the year; if you withhold too much, you lose access to your money until you receive a refund check.

To withhold the correct amount, keep your Form W-4 Employee's Withholding Allowance Certificate up to date. You submit a W-4 whenever you need to change the amount of your withholding deduction, and it can be turned in to either your unit or departmental human resources office or directly to Payroll Processing.

**Form 1095-B**

The Affordable Care Act requires most United States citizens to have a minimal level of medical insurance. TDCJ employees covered by the Texas Employees Group Benefits Program can use Form 1095-B to verify they and any covered dependents had medical insurance during 2017 to avoid the fine.

Every medical coverage provider that covered you and any of your dependents for at least one day in 2017 is required to send you a Form 1095-B. If you had GBP medical coverage in 2017 and don't have your 1095-B by the end of February, or if you lose it, contact your medical insurance provider to request another copy. If you had medical coverage through another employer's carrier, you will receive a separate Form 1095-B from each one.

Active employees should contact their benefits coordinator to correct any errors on the form; former employees and retirees can

make corrections by contacting the Employees Retirement System. If you have to make corrections, check with your medical coverage provider to find out if you need an updated 1095-B.

Form 1095-C

TDCJ will send agency employees a Form 1095-C, which includes information about the health insurance coverage offered to you. Form 1095-C can only be used by those who purchased coverage through the Health Insurance Marketplace, so most TDCJ employees will not use the form. However, if you purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist you in determining whether you are eligible. Contact your benefits coordinator if you have questions regarding Form 1095-C.

As with all tax records, keep your 1095 forms on file as supporting documentation. ▲